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# 1985 Catalog of Audiovisual Media Programs

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1520 H Street, N.W.
Washington, D.C. 20005
Telephone 202/633-6011

# CATALOG OF AUDIOVISUAL MEDIA PROGRAMS

Federal Judicial Center

1985

This catalog lists audiocassettes, videocassettes, interactive software, and films available on loan from the media library of the Federal Judicial Center's Information Services. The Center's education and training programs provide forums for the presentation of a variety of perspectives and conclusions. The statements, points of view, and judgments expressed in the items in this catalog are those of the contributors. On matters of policy, it should be noted, the Center speaks only through its Board.

FJC-ETS-85-7

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## GENERAL INFORMATION

This catalog lists a selection of educational programs on audiocassette, videocassette, computer diskette, and film that are available through the media library of the Federal Judicial Center's Information Services. Most programs are available in only one of these four media, but some are available in more than one (e.g., presentations on both audiocassette and videocassette) and are so designated. In addition, several programs consist of a videocassette and an accompanying computer diskette, and they are so designated.

The items are arranged by subject matter, as indicated in the Table of Contents. Major headings are occasionally subdivided, and within each heading or subheading, the items are arranged alphabetically by title.

Each item has been assigned a catalog number, which identifies the item and also indicates the format or formats in which the item is available. Catalog items with numbers beginning or ending with the letter A are audiocassettes, and those with numbers beginning or ending with V are videocassettes; thus, for example, AJ-0458 and 1-A are both audiocassettes. Items with numbers beginning or ending with F are films. Items with numbers including the letter D are instructional computer diskettes and are usually accompanied by a workbook, sometimes by a videocassette. The diskettes can only be used in an IBM PC, XT, or AT or an IBM-compatible personal computer.

The variation in the structure of the catalog numbers is due to recent changes in the method of numbering items. The key is to look for the identifying letter at the beginning or end of the catalog number: A for audiocassette, V for videocassette, F for film, and D for diskette, signifying interactive software.

### Who May Borrow Items in This Catalog

The items described and listed in this catalog are available to any person within the judicial branch of the United States government. To ensure timely access to programs by all, the Center

kindly requests each user to adhere to the circulation procedures outlined below.

## Sources of Items in the Catalog

Center media programs derive from one of three sources: Center seminars and workshops, specially produced Center programs, and non-Center programs.

### *Center Seminars and Workshops*

Most of the programs in the catalog are recordings of presentations made at Center seminars (used here to refer to seminars, workshops, institutes, and other Center educational meetings).

The catalog identifies such presentations by indicating—after the title—the presenter(s), the type of seminar at which the presentation was made, and the date of the seminar. For example:

**Responsibility of U.S. Appellate Judges in the Implementation of the New Bankruptcy Law**
Lawrence P. King
Seminar for Newly Appointed Appellate Judges (May 1985)
AA-0071; VA-0026

This entry identifies a recording of a lecture by Professor King on the subject indicated, given at a May 1985 Center seminar for newly appointed appellate judges.

The Center tries to record on audiotape every presentation at its seminars and to record on videotape selected seminars, mainly those held at its Washington, D.C., headquarters. Many recordings, however, are by now dated, and others are of poor quality or otherwise inappropriate for circulation. The catalog thus does not list recordings of all—or even most—presentations at Center seminars. The programs included in the catalog have been selected on the basis of their topicality and level of past usage.

Note that although some popular topics have been presented at several Center seminars, the catalog includes only one such presentation, typically the most recent presentation on the particular topic. If the most recent presentation is inappropriate for inclusion (e.g., because of technical problems in the recording), the best alternative is included. If an includable topic has been treated by more than one presenter at different seminars, a recording of each program is usually listed in the catalog.

### *Specially Produced Center Programs*

Other items in the catalog are media programs that the Center has produced apart from any seminar or, in some cases, using parts of a seminar in a separate media production. For example:

**1984 Bankruptcy Amendments**
Lawrence P. King and George M. Treister
FJC Production (October 1984)
AB-0245; VB-021

A program primarily for bankruptcy judges.

This identifies a program on the subject indicated, featuring Professors King and Treister and produced by the Center in October 1984.

### *Non-Center Programs*

Finally, the Center has purchased various media programs from commercial sources and other government agencies. For example:

**In Search of Excellence**
Nathan/Tyler Productions, Inc. (1985)
VG-041

This identifies a video program (based on the popular book *In Search of Excellence*) produced in 1985 by Nathan/Tyler Productions.

## Whether to Order an Audiocassette or Videocassette

As noted, some of the items in the catalog are available on both audiocassette and videocassette. Although most presentations at Center seminars are recorded only on audiotape, some are recorded on videotape as well. Users will typically find it more beneficial to request audiocassettes of recorded lectures because audiocassettes are easier to use, not only in the courthouse but also at home or in an automobile. Video recordings of the lectures may be preferable, however, when the material is to be used as part of a local training class of more than one person.

On the other hand, the special FJC video productions, which are designed for viewing as well as hearing, are best ordered on videocassette, even though an audiocassette of the sound track, if available, is noted in the catalog. The videocassette will include special graphics or other visual features obviously not present on the audiocassette; when audiocassettes are made available, it is because

there is a certain value in the sound track, not because the sound track is an adequate substitute for the videocassette.

## How to Order

An order form is included at the end of this section. Court personnel should photocopy this form and use the copies to order items from the catalog. Videocassettes are available in ½-inch VHS and ¾-inch U-Matic formats (but not in Beta). When ordering videocassettes, be certain to specify the size.

## When to Order

Requests should be made as far in advance as planning will permit. This will ensure that the item is available and can be mailed in time for the scheduled date of use. At a minimum, orders should be placed no less than two weeks in advance.

The Center's Information Services will mail all items in advance of the dates they are needed, assuming the requests for them are received with sufficient lead time. If a requested item will not be available on a given date, the person making the request will be notified by telephone.

## How Many Items Can Be Ordered

To meet the large number of requests, we ask that you limit your requests as follows unless special arrangements have been made in advance with Information Services:

| | |
|---|---|
| Audiocassettes: | Six catalog numbers per order. |
| Videocassettes: | Two catalog numbers per order. |
| Diskettes: | Two catalog numbers per order. |
| Films: | Two catalog numbers per order. |

## When to Return Items

The Information Services media library is a lending library. Items are circulated to users for limited, fixed periods with the expectation that they will be returned on time. When an item is ordered, Information Services will schedule a date for its return based on the user's request. The following lending periods should be honored unless special arrangements have been made in advance with Information Services:

| | |
|---|---|
| Audiocassettes: | Return no later than *two weeks* after receipt. |
| Videocassettes: | Return no later than *three days* after the scheduled date of use. |
| Diskettes: | Return no later than *one week* after receipt. |
| Films: | Return no later than *three days* after the scheduled date of use. |

If a videocassette or film requested for use in a local training class arrives earlier than the scheduled date of use, it may be retained until the scheduled date of use. If an item arrives later than scheduled, thus requiring rescheduling of a class, please call Information Services as soon as possible so that other users can be notified.

## How to Evaluate and Return Items

All items should be returned by certified mail or United Parcel Service (UPS). Audiocassettes, videocassettes, and diskettes should be mailed in boxes or padded bags for protection; films should be mailed in their protective cases. Please call attention to any damaged items so that they can be repaired or replaced before they are sent to other users.

The Center encourages users of a media program to complete the evaluation questionnaire accompanying the item and include it in the return packet. These forms are used to determine the value and usefulness of items and to prepare statistical reports and summaries necessary in accounting for this use of the Center's funds.

Although every attempt is made to keep the collections relevant and up-to-date, a user may determine that a particular item con-

tains superseded and incorrect material. If this occurs, the Center's information specialist should be notified in writing of the specific nature of the misinformation. The title and catalog number of the item should be included. User cooperation in this matter will be greatly appreciated.

## Whether Items May Be Duplicated

All noncommercial audiocassettes or videocassettes in the catalog may be duplicated without violating any copyright laws. This includes all Center seminar and workshop presentations and programs specially produced by the Center.

The catalog also lists items produced by other government agencies or private institutions, associations, and companies. Most of these items are protected by copyright laws, and none of them should be duplicated or otherwise reproduced without the express and written permission of the producer. Duplication without permission of items protected by copyright is a violation of the law.

## Information Regarding New Items

New items are added regularly to the Information Services media library from the Center's seminars and from other productions and purchases and are noted in *The Third Branch*, in *What's Happening?*, and if the number of new entries merits it, in supplements to this catalog.

***Federal Judicial Center***

***Information Services***
***Media Library***

**Request Form**

Date submitted: _____

*Title:* *Catalog no.:*

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Format desired (if video):

VHS (½ in.) _____ U-Matic (¾ in.) _____

Send items to (please include the name of the court):

_____

_____

_____

_____

Telephone no. (FTS preferred): _____

Needed on or before: _____

Mail to:

**Media Library**
**Federal Judicial Center**
**1520 H Street, N.W.**
**Washington, DC 20005**

## ADMINISTRATIVE LAW & PROCEDURE/APPELLATE REVIEW

**Administrative Law**
Ernest Gellhorn
Seminar for Judges of the Seventh Circuit (October 1981)
AJ-0459

**Agency Decisions—Appellate Review**
Ernest Gellhorn
Seminar for Newly Appointed Appellate Judges (April 1985)
AA-0067; VA-0027

**Special Problems in Administrative Review**
Edward D. Re, James O. Freedman, and Paul R. Verkuil
Seminar for Appellate Judges (March 1979)
AA-0006; VA-006

**Standards for Appellate Review—Agency Decisions**
Ernest Gellhorn
Seminar for Newly Appointed Appellate Judges (December 1982)
AA-0038; VA-013

## ADMIRALTY

**Admiralty**
John R. Brown
Seminar for Judges of the Fifth Circuit (November 1984)
AJ-0707

## ALCOHOL & DRUG ABUSE

**New Perspectives on Alcoholism**
Southerby Productions, Inc. (1976)
APO-0194

**Psychoactive**
William E. Cohen Films (1976)
F-063

A 30-minute film showing how bodily systems are affected by each of the five categories of psychoactive drugs.

**Supervising the Drug-Abusing Offender Teleconference**
September 1982
VPO-003

A videotape of an FJC video seminar broadcast from Washington, D.C., in September 1982, dealing with the identification and supervision of clients on probation and parole who are using drugs. Faculty included probation officers and members of the Probation Division of the Administrative Office.

**Until I Get Caught**
Southerby Productions, Inc. (1982)
F-104

A 29-minute film, with Dick Cavett, on analyzing driving under the influence of alcohol.

## ALTERNATIVE DISPUTE RESOLUTION

**Alternative Dispute Resolution**
A. Leo Levin, Alvin B. Rubin, and Richard A. Enslen
Seminar for Judges of the Fifth Circuit (November 1984)
AJ-0706

**Court-Annexed Arbitration**
Wm. Terrell Hodges
Seminar for Judges of the Eleventh Circuit (October 1985)
43-A

**The Summary Jury Trial and Other Pleasant Ways to Reduce the Heavy Docket**
Thomas D. Lambros
Seminar for Judges of the Eleventh Circuit (October 1985)
44-A

**Summary Jury Trials in the Western District of Michigan**
Richard A. Enslen
FJC Production (April 1985)
VJ-071

An introduction to the concept of a summary jury trial, narrated by District Judge Richard Enslen. Using fictitious cases, the program demonstrates a pretrial conference; attorneys' summary presentations in products liability, employment discrimination, and breach-of-contract cases; and a postverdict settlement conference.

## ANTITRUST LAW

**Antitrust Law Series**
**July 1981**

Presentations made at the FJC Seminar on Antitrust Law for District and Circuit Judges, Ann Arbor, Michigan (July 1981).

**Antitrust Matters**
Phillip Areeda
AJ-0450 (11 tapes)

**Issue Management**
Harold H. Greene
AJ-0453

**Management of the Trial**
John F. Grady
AJ-0457

**Organizing for Trial**
Edward R. Becker
AJ-0455

**Overview of the Subject**
William W. Schwarzer
AJ-0452

**Practicing Lawyers' Views in Antitrust Cases**
Harvey M. Applebaum, E. William Barnett, David Foster, and W. Donald McSweeney
AJ-0451

**Settlements**
Sam C. Pointer, Jr.
AJ-0458

**Structuring the Trial**
Sam C. Pointer, Jr.
AJ-0456

**Antitrust Matters**
Eleanor Fox
Seminar for Newly Appointed District Judges (October 1985)
53-A

**Antitrust Matters**
Phillip Areeda
Seminar for Newly Appointed District Judges (May 1983)
AJ-0567; VJ-045

**Practical Problems of Managing and Trying Antitrust Cases**
William W. Schwarzer
Seminar for Judges of the Eleventh Circuit (October 1985)
37-A

**Trial of an Antitrust Case**
Bruce Bromley, David Klingsberg, and Merrell E. Clark, Jr.
Federal Litigation Lecture: Session 15
ALI-ABA (April 1977)
AJ-0224

## APPELLATE PROCEDURE

**Appeal**
Milton Handler, Irving R. Kaufman, Charles D. Breitel, Erwin N. Griswold, and David W. Peck
Federal Litigation Lecture: Session 16
ALI-ABA (April 1977)
AJ-0225

**Appeal and Petition for Certiorari**
Geoffrey A. Hansen
Seminar for Assistant Federal Defenders (December 1982)
AFD-0216

**Collegiality: A Judicial Discipline**
Frank M. Coffin
Seminar for Newly Appointed Appellate Judges (December 1982)
AA-0049; VA-024

**Practice and Procedures in Reaching Decisions**
Collins J. Seitz
Seminar for Newly Appointed Appellate Judges (December 1982)
AA-0047

**Work of the Office of the Solicitor General**
Rex E. Lee
Seminar for Senior Staff Attorneys (September 1983)
ASA-0018; VSA-001

## APPELLATE REVIEW

**Appellate Function, Appealability, and Reviewability Standards**
Maurice Rosenberg
Seminar for Newly Appointed Appellate Judges (April 1985)
AA-0066; VA-0028

**Standards for Appellate Review—District Court Cases/Appellate Function**
Wade McCree
Seminar for Newly Appointed Appellate Judges (January 1983)
AA-0036; VA-011

*See also* **ADMINISTRATIVE LAW & PROCEDURE**

## ATTORNEYS' FEES

**Attorneys' Fees as Sanctions**
William W. Schwarzer
Seminar for Judges of the Fourth Circuit (March 1985)
AJ-0714

**Attorneys' Fees: Fixing Fees and Ascertaining Costs**
Dean Gandy
Seminar for Bankruptcy Judges (May 1985)
AB-0205

**Award of Attorneys' Fees Under the Equal Access to Justice Act**
Daniel M. Friedman and Harlington Wood, Jr.
Seminar for Appellate Judges (October 1983)
AA-0054

## AUTOMATION & COMPUTERS

**How a Computer Can Help Increase Productivity and Profitability in Your Law Office**
Institute of Continuing Legal Information (1983)
AG-0048

**IBM PC: A Beginner's Guide to the Personal Computer**
Anderson Soft-Teach (1983)
VG-037

A 31-minute introduction to the IBM personal computer's five basic components; also covers software and peripherals.

**IBM PC: Introduction to DOS and System Operation**
Anderson Soft-Teach (1984)
VG-044

An introduction to DOS, the operating system of the IBM personal computer. Designed for new IBM users, the program covers basic

DOS commands and operations, including erasing, deleting, copying, and listing files. Includes workbook with practice exercises.

**Introduction to Lotus 1-2-3**
Learn-PC Video Systems (1983)
VG-040

Completion time varies for this package, which includes a videotape, diskette, and workbook. It introduces Lotus 1-2-3 to new users. The instruction moves in segments from the tape to the diskette and workbook, then back. Use of it requires the Lotus 1-2-3 software, a videotape deck and monitor, and an IBM or IBM-compatible personal computer.

**Introduction to Personal Computers**
Micro Learning Concepts, Inc. (1983)
VG-034

A 53-minute introduction to personal computers, presupposing little, if any, knowledge about computers.

**Macros and Other Advanced Features of Lotus 1-2-3**
Learn-PC Video Systems (1985)
VG-053

Completion time varies by user for this self-study package, which contains a videocassette, diskette, and workbook and builds on the *Introduction to Lotus 1-2-3* program described above. It covers advanced Lotus features for those who have mastered the basics. Use requires the Lotus 1-2-3 software, a videotape deck and monitor, and and IBM or IBM-compatible personal computer.

**New AIMS**
Robert Hoecker
FJC Production (June 1985)
55-V

A detailed explanation of aspects of the case opening and docketing functions of the Center's New AIMS system for appellate case management and monitoring. The program is primarily for those interested in the detailed operation of the system.

**Overview of Computer Technology and Its Current Status**
Eugene Lindstrom and Gordon Bermant
Seminar on Automation for Pilot Courts (June 1984)
AJ-0667

**The Symphony Learning System**
Micro-Video Learning Systems (1984)
VG-055

Completion time varies by user for this package of two videocassettes, a diskette, and a workbook. It teaches novice users how to install and operate Symphony's five major functions: spread sheet, word processing, graph displays, data base, and communications. Use requires the Symphony software package, a videotape deck and monitor, and an IBM or IBM-compatible personal computer.

**Systems Administrator**
Gordon Bermant and Calvin C. Henderson
Seminar on Automation for Pilot Courts (June 1984)
AJ-0672

**Transition from Centralized to Decentralized Computing**
Calvin C. Henderson and Gordon Bermant
Seminar on Automation for Pilot Courts (June 1984)
AJ-0668

**The UNIX System**
MGS Services (1984)
VG-039

**Using Your DECMATE: An Introduction to Word Processing**
Dottie Lutz
Third Circuit/FJC Production (January 1984)
VIS-005

A videotape series, produced by the Center in cooperation with the Third Circuit executive's office, on using the DECMATE word processor.

**The Video Computer Primer**
The Promedia Group (1982)
VG-038

A 60-minute, eight-segment, nontechnical introduction to various computer functions, such as word processing and data base applications.

**Working with the Computer**
DELTAK, Inc. (1982)
VG-033

A 66-minute, three-tape introduction to computers and the kinds of tasks they perform. Titles of the tapes are "What Is a Computer?" (21 min.); "Using a Computer" (22 min.); and "The Computer and Your Job" (23 min.).

## BAIL

**Bail and Detention Under the 1984 Crime Control Act**
Susan H. Black and John L. Weinberg
Seminar for Magistrates (February 1985)
AM-0299

**Bail Reform Act of 1984**
John L. Weinberg
FJC Production (June 1985)
VM-024; AM-0312

A video program prepared for the orientation of new magistrates.

*See also* **CRIMINAL LAW & PROCEDURE**

## BANKRUPTCY—ESTATE ADMINISTRATION

**Administration of Chapter 11 Cases**
Michael Sheppard and Howard J. Beck, Jr.
Seminar for Deputy Clerk Estate Administrators (June 1983)
ADB-0054

**Avoiding Powers of the Trustee**
George M. Treister
Seminar for Deputy Clerk Estate Administrators (June 1983)
ADB-0053

**Chapter 11 Case Administration and Estate Coordination**
William Trencher
Orientation Workshop for Deputy Clerk Estate Administrators (March 1982)
ADB-0010

**Chapter 11 Monitoring**
Joseph J. Heston
Seminar for Deputy Clerk Estate Administrators (February 1985)
ADB-0081

**Chapter 7 Monitoring**
Michael J. Kaplan
Seminar for Deputy Clerk Estate Administrators (February 1985)
ADB-0072

**Chapter 7 Trustee**
Beryl E. McGuire

Orientation Workshop for Deputy Clerk Estate Administrators (March 1982)
ADB-0005

**Chapter 13 Case Administration**
H. Kent Presson
Orientation Workshop for Deputy Clerk Estate Administrators (March 1982)
ADB-0013

**Chapter 13 Case Closings and Administration**
H. Kent Presson and Waverlyn E. Foust
Seminar for Chief Deputy and Divisional Bankruptcy Clerks (March 1982)
ADB-0022

**Chapter 13 Confirmations**
Ralph H. Kelley
Orientation Workshop for Deputy Clerk Estate Administrators (March 1982)
ADB-0011

**Chapter 13 Monitoring**
William L. Schwenn
Seminar for Deputy Clerk Estate Administrators (February 1985)
ADB-0076

**Chapters 7 and 11 Case Closings and Administration**
Nadine R. Roberts and William Trencher
Seminar for Chief Deputy and Divisional Bankruptcy Clerks (March 1982)
ADB-0021

**Financial Management and Internal Controls**
Michael F. Eisert
Seminar for Chief Deputy and Divisional Bankruptcy Clerks (March 1982)
ADB-0019

**Recent Developments in Chapter 11 Under the 1984 Act and Case Law**
T. Glover Roberts
Seminar for Deputy Clerk Estate Administrators (February 1985)
ADB-0080

**Relationship of Estate Administrator to Court and Clerk of Court**
David Sherwood
Seminar for Deputy Clerk Estate Administrators (June 1983)
ADB-0052

**Role and Function of Private Trustee**
Wallace W. Walker

Orientation Workshop for Deputy Clerk Estate Administrators (March 1982)
ADB-0006

**Role and Functions of Deputy Clerk Estate Administrator**
Berkeley Wright
Orientation Workshop for Deputy Clerk Estate Administrators (March 1982)
ADB-0001

**Role of the Court, Clerk, Estate Administrator, and Trustee in Chapter 13 Cases**
Mary Catherine Holcomb
Orientation Workshop for Deputy Clerk Estate Administrators (March 1982)
ADB-0012

**Selected Areas of the Law in Chapter 13 Matters**
Ralph H. Kelley
Seminar for Deputy Clerk Estate Administrators (February 1985)
ADB-0077

**Selected Issues in Chapter 11 Case Administration**
Ralph Brown and Lynn Ellis
Seminar for Deputy Clerk Estate Administrators (June 1983)
ADB-0055

**Selected Issues in Chapter 11 Monitoring**
William C. Redden and Michael V. Demezyk
Seminar for Deputy Clerk Estate Administrators (February 1985)
ADB-0082

**Selected Issues in Chapter 7 Monitoring**
Gerald A. Lane and Kim F. LeFebvre
Seminar for Deputy Clerk Estate Administrators (February 1985)
ADB-0074

**Selected Issues in Chapter 13 Monitoring**
Dwight Williams and Warren L. Tadlock
Seminar for Deputy Clerk Estate Administrators (February 1985)
ADB-0078

## BANKRUPTCY LAW & PROCEDURE

**Adequate Protection**
David A. Kline

Seminar for Newly Appointed Bankruptcy Judges (May 1984)
AB-0238; VB-011

**Attorneys' Fees in Bankruptcy Cases**
Richard DeGunther
Seminar for Bankruptcy Judges (May 1984)
AB-0231

**Avoiding Powers**
George M. Treister
Seminar for Newly Appointed Bankruptcy Judges (September 1985)
56-A; 56-V

**Bankruptcy Act of 1984**
National Business Institute, Inc. (1984)
AB-0255

**Bankruptcy Court Under the New Code: Jurisdiction, Stays and Injunctions, Relief from Stays**
George C. Paine
Seminar for Newly Appointed Bankruptcy Judges (September 1985)
60-A; 60-V

**Basics of Chapter 11**
George M. Treister
Seminar for Newly Appointed Bankruptcy Judges (September 1985)
57-A; 57-V

**Changes in Consumer Bankruptcy Worked by the 1984 Amendments**
Robert E. Ginsberg
Seminar for Bankruptcy Judges (February 1985)
AB-0272

**Chapter 13: Basics, Trends, and Recent Developments**
Keith M. Lundin
Seminar for Newly Appointed Bankruptcy Judges (September 1985)
58-A; 58-V

**Chapter 13 Confirmation**
Robert D. Martin
FJC Production (September 1984)
AB-0247; VB-020

**Distributions and Priorities in Chapter 7**
John R. Blinn
Seminar for Newly Appointed Bankruptcy Judges (May 1984)
AB-0236; VB-009

**Duties of Bankruptcy Clerks as Result of 1984 Amendments**
Peter G. McCabe, Dewey R. Heising, Robert J. Pellicoro, John L. Chastain, Michael J. Kaplan, and Spencer D. Mercer
Workshop for Bankruptcy Clerks (December 1984)
ACB-0081

**Executory Contracts**
Lloyd King
Seminar for Newly Appointed Bankruptcy Judges (September 1985)
59-A; 59-V

**Jurisdiction Under the 1984 Bankruptcy Amendments**
Lawrence P. King
FJC Production (October 1984)
AJ-0679; VJ-066

A program primarily for district and circuit judges.

**1984 Bankruptcy Amendments**
Lawrence P. King and George M. Treister
FJC Production (October 1984)
AB-0245; VB-021

A program primarily for bankruptcy judges.

**Practical Solutions to Bankruptcy Courtroom Problems**
John Blinn and Richard W. Hill
Seminar for Newly Appointed Bankruptcy Judges (September 1985)
61-A; 61-V

**Pretrial Procedures in Bankruptcy**
Robert D. Martin
FJC Production (September 1984)
AB-0246; VB-019

**Problems Involving Secured Creditors**
John Teselle and Kent Meyers
Seminar for Bankruptcy Judges (April 1985)
AB-0268

**Problems Relating to "Fresh Start"**
Richard W. Hill
Seminar for Newly Appointed Bankruptcy Judges (September 1985)
62-A; 62-V

**Property in Bankruptcy**
Alan Resnick
Seminar for Bankruptcy Judges (March 1984)
AB-0225

**Removals, Processing Appeals, FRCP, and Other Circuit Clerk Contacts**
Spencer D. Mercer
Workshop for Bankruptcy Clerks (December 1984)
ACB-0086

**Responsibility of U.S. Appellate Judges in the Implementation of the New Bankruptcy Law**
Lawrence P. King
Seminar for Newly Appointed Appellate Judges (May 1985)
AA-0071; VA-0026

**Supervision of Trustees and Other Fiduciary Officers**
Kevin E. O'Brien, Clifford P. Kirsch, Mary Jo Heston, and Michael M. Sheppard
Workshop for Bankruptcy Clerks (December 1984)
ACB-0082

**Voluntary and Involuntary Petitions**
Alan Resnick
Seminar for Newly Appointed Bankruptcy Judges (September 1985)
63-A; 63-V

*See also* **CASE MANAGEMENT (Civil); SANCTIONS**

## CASE MANAGEMENT

### Civil

**Attorneys' Fees as Sanctions**
William W. Schwarzer
Seminar for Judges of the Eighth and Tenth Circuits (December 1984)
AJ-0682

**Management of Pretrial Proceedings in Complex Litigation**
William W. Schwarzer
Seminar for Magistrates (April 1982)
AM-0222

**Managing Pretrial Proceedings**
Kent Sinclair
FJC Production (June 1983)
VM-009

A program prepared for use in the orientation of magistrates.

**Overview of Federal Class Actions: Past, Present, and Future**
Arthur R. Miller
Seminar for Newly Appointed District Judges (May 1983)
AJ-0571; VJ-049

**Role of the Judge in the Settlement Process—Settlement Approaches**
Frederick B. Lacey
Seminar for Newly Appointed District Judges (January 1980)
AJ-0370

**Sharing Techniques: Helpful Devices in Managing Civil Litigation**
Aubrey E. Robinson, Jr., Ray McNichols, Milton Pollack, Robert E. Peckham, Alfred L. Luongo, and A. Leo Levin
FJC Production (1983–1984)
VJ-072

A series of brief presentations, videotaped in 1983 and 1984, by experienced district judges on general principles of case management, discovery techniques, and the use of telephone conference calls for motions, scheduling, and other purposes; narrated by A. Leo Levin.

**Summary Judgment**
William W. Schwarzer
Seminar for Judges of the Ninth Circuit (February 1984)
AJ-0644

**Weeding Out Frivolous Cases**
Frank J. McGarr
Seminar for Judges of the Eighth and Tenth Circuits (January 1984)
AJ-0624

## Criminal

**Management of Protracted Criminal Trials**
Wm. Terrell Hodges
FJC Production (1981)
VJ-852

## General

**General Principles of Judicial Administration**
Hubert L. Will
Seminar for Newly Appointed District Judges (October 1985)
64-A

**Judicial Administration: One Approach to Case Management**
Gerhard A. Gesell
FJC Production (January 1985)
VJ-070

A program prepared for the orientation of newly appointed district judges.

*See also* **CIVIL PROCEDURE; COURT ADMINISTRATION & MANAGEMENT; CRIMINAL LAW & PROCEDURE; DISCOVERY; PRODUCTS LIABILITY; SANCTIONS**

## CIVIL LIBERTIES

**First Amendment**
Leon Friedman
Seminar for Circuit and District Judges of the Fourth Circuit (April 1982)
AJ-0478

*See also* **CONSTITUTIONAL LAW**

## CIVIL PROCEDURE

**The Federal Rules of Civil Procedure**
Carl Brents, Robert Christ, Robert Heinemann, J. Rich Leonard, Allyn Lite, and Loretta Whyte
FJC Production (April 1985)
VCD-005

A six-part series on the federal court system, jurisdiction, and basic elements of the Federal Rules of Civil Procedure (pleadings, motions, service of process, entering of judgment, and juror utilization). Designed for the orientation of deputy clerks.

**The New Rules of Civil Procedure, Lawyer Behavior, Judicial Management, Discovery and Sanctions**
Arthur R. Miller
Seminar for Newly Appointed District Judges (October 1985)
65-A

*See also* **CASE MANAGEMENT (Civil); DISCOVERY**

## CIVIL RIGHTS

**Prisoner Litigation Series**
Workshop on Prisoner Litigation (September 1983)

**Appointment of Attorneys and Use of Community Resources**
Robert Heinemann, Ruby Udell, and Dale Hayes
ADD-0053

**Case Management**
James G. Carr
ADD-0055

**Exhaustion of Administrative Remedies in Civil Rights Actions**
D. Dortch Warriner, Frederic N. Smalkin, and Judith H. Friedman
ADD-0054

**Section 1983 Cases**
Leon Friedman
Seminar for Newly Appointed District Judges (October 1985)
135-A; 135-V

**Section 1983 Cases and Constitutional Torts**
Charles Abernathy and Sheldon Nahmod
Seminar for Newly Appointed Appellate Judges (May 1985)
AA-0070

*See also* **EMPLOYMENT DISCRIMINATION & AFFIRMATIVE ACTION**

## CONSTITUTIONAL LAW

**The Constitution: That Delicate Balance**
March 1983

Columbia University seminars featuring discussions among prominent persons from various professions on leading questions of constitutional and public policy.

**Affirmative Action and Reverse Discrimination**
Moderated by Tyrone Brown
VG-031

**Criminal Justice and a Defendant's Right to a Fair Trial**
Moderated by Charles R. Nesson
VG-029

**National Security and Freedom of the Press**
Moderated by Benno C. Schmidt, Jr.
VG-028

**School Prayer, Gun Control, and the Right to Assemble**
Moderated by Arthur R. Miller
VG-030

**Constitutional Torts**
Leon Friedman
Seminar for Appellate Judges (October 1983)
AA-0051

**Equal Justice Under Law Series**
1977

Four programs illustrating famous constitutional cases, prepared under the aegis of the Judicial Conference of the United States in connection with the 1976 bicentennial celebration.

**Marbury v. Madison**
VG-001; F-077A

**McCulloch v. Maryland**
VG-002; F-077B

**Gibbons v. Ogden**
VG-003; F-077C

**United States v. Burr**
(2 parts)
VG-004; F-077D

*See also* **CIVIL LIBERTIES; CIVIL RIGHTS**

## CONTEMPT

**Contempt**
A. Leo Levin and William S. Sessions
Seminar for Judges of the Sixth and Seventh Circuits (October 1984)
AJ-0674

**Contempt**
Douglas Rendleman
Seminar for Judges of the Second Circuit (May 1982)
AJ-0510

## CORRECTIONS & CORRECTIONAL FACILITIES

**Corrections**
William Glasser

Dr. William Glasser, Inc. (1982)
VPO-011

*See also* **PROBATION & PROBATIONER SERVICES; SENTENCING**

## COURT ADMINISTRATION & MANAGEMENT

**Role and Functions of the Clerk of Court as Court Administrator**
Frank J. McGarr
Workshop for District Clerks (April 1984)
ACD-0038

*See also* **CASE MANAGEMENT (Civil, Criminal); FINANCIAL & FISCAL MANAGEMENT; JURY MANAGEMENT & JUROR UTILIZATION; MANAGEMENT & SUPERVISION; PERSONNEL MANAGEMENT**

## COURTS OF APPEALS

*See* **APPELLATE PROCEDURE; APPELLATE REVIEW**

## CRIMINAL LAW & PROCEDURE

**Appeal**
Geoffrey Hansen
Seminar for Assistant Federal Defenders (December 1983)
AFD-0190

**Asset Seizure and Forfeiture Defense**
Paul L. Gabbert
Seminar for Federal Public and Community Defenders (October 1984)
AFD-0229

**The Cornerstone**
McGeorge School of Law (1976)
VPO-812

A 37-minute documentary on the concept of due process, narrated by Raymond Burr.

**Defending Against the Conspiracy Charge**
James F. Hewitt
Seminar for Federal Public and Community Defenders (April 1985)
AFD-0235

**Discovery**
Carol Brook
Seminar for Assistant Federal Defenders (December 1983)
AFD-0177

**Eyewitness Identification and Inherent Problems**
Elizabeth F. Loftus
Seminar for Assistant Federal Defenders (January 1981)
AFD-0139

**Federal Grand Jury Practice Seminar**
CLE Programs Department
Florida Bar (October 1985)
117-A

A series of tapes focusing on "subject v. target" definitions under Department of Justice guidelines, assertion of Fifth Amendment privilege, witness tampering, seeking and negotiating for immunity, prosecutorial misconduct, and significant developments resulting from the Comprehensive Crime Control Act of 1984.

**Grand Jury Witness**
Paul Borman
Seminar for Assistant Federal Defenders (December 1983)
AFD-0174

**History of the Speedy Trial Act of 1974—Title II**
Daniel J. Freed
Seminar for Chief and Supervising Pretrial Services Officers (December 1975)
APS-0002

**Investigation and Supervision of the White-Collar/Organized Crime Offender Teleconference**
Judd D. Kutcher, Robert D. Vincent, Eugene Wesley, Jr., Joseph N. Orandello, Jimmy L. Berthay, and Richard C. Keathley
FJC Production (May 1982)
VPO-002

Videotapes of a May 1982 Center video seminar for U.S. probation officers on various aspects of supervising persons convicted of white-collar and organized crimes, including investigation of suspected criminal activity by clients while on probation or parole.

**Issues in Conspiracy Defenses**
Robert L. Weinberg
Seminar for Federal Public and Community Defenders (October 1984)
AFD-0219

**Misdemeanor Practice**
John Cleary

Seminar for New Assistant Federal Defenders (December 1982)
AFD-0201

**Motion to Suppress Illegally Seized Evidence**
Gerald Goldstein
Seminar for Assistant Federal Defenders (December 1983)
AFD-0179

**1984 Crime Control Legislation: An Overview**
FJC Production (January 1985)
VJ-068

Edited videotapes of a four-hour video seminar on the Comprehensive Crime Control Act and the Criminal Fine Enforcement Act of 1984, broadcast from Washington, D.C., in January 1985. The seminar provided an overview of the legislation and specific segments on the bail amendments, youth-related charges, fines and special assessments, forfeiture provisions, and changes in the insanity defense. Faculty included federal circuit and district judges, magistrates, pretrial services officers, federal prosecutors and defenders, and law professors.

**Other Pretrial Motions**
Jodie English
Seminar for Assistant Federal Defenders (December 1983)
AFD-0180

**Postconviction Petitions**
Geoffrey Hansen
Seminar for Assistant Federal Defenders (December 1983)
AFD-0195

**Racketeer Influenced and Corrupt Organizations**
Michael E. Tigar
Seminar for Federal Public and Community Defenders (April 1985)
AFD-0234

**Racketeer Influenced and Corrupt Organizations Act**
Norman W. Black
Seminar for Judges of the Fifth Circuit (November 1984)
AJ-0708

**Racketeer Influenced and Corrupt Organizations Act (RICO)—Its Civil Dimensions**
G. Robert Blakey
Seminar for Assistant Federal Defenders (October 1985)
66-A

**Restitution Under the Victim and Witness Protection Act**
Jack Lipson

Seminar for Federal Public and Community Defenders (April 1985)
AFD-0238

**Rule 5 Initial Appearance**
Jeannie M. Hendricks
Seminar for Magistrates' Staff (November 1977)
AMS-0005

**Rule 20 Removals and Extradition**
Geoffrey Hansen
Seminar for Assistant Federal Defenders (December 1983)
AFD-0186

*See also* **CASE MANAGEMENT (Criminal); FEDERAL DEFENDERS & DEFENDER INVESTIGATORS; TRIAL ADVOCACY (Criminal)**

## DAMAGES

**Factors Instrumental in Determining Earning Capacity**
Charles Schwartz, Jr.
Seminar for Judges of the Fifth and Eleventh Circuits (November 1983)
AJ-0612

## DISCOVERY

**Remedying Discovery Abuse in Federal Courts: Perspectives of the Bench and Bar**
FJC Production (November 1983)
AJ-0690; VJ-069

A two-hour, two-part video program drawn from a two-day FJC workshop in November 1983 at which a small number of federal judges, federal court litigators, and law professors discussed their views of the controversy over discovery abuse and what might be done about it. Part 1 deals with discovery problems and effective case management. Part 2 deals with incentives and sanctions.

## DISTRICT COURTS

*See* **ALTERNATIVE DISPUTE RESOLUTION; CASE MANAGEMENT; CIVIL PROCEDURE; CRIMINAL LAW & PROCEDURE; JURY MANAGEMENT & JUROR UTILIZATION**

## EMPLOYMENT DISCRIMINATION & AFFIRMATIVE ACTION

**Title VII and Employment Discrimination Law**
Charles F. Abernathy
Seminar for Judges of the Sixth and Seventh Circuits (October 1984)
AJ-0673

*See also* **CIVIL RIGHTS; CONSTITUTIONAL LAW; PERSONNEL MANAGEMENT**

## EVIDENCE

**Advanced Evidentiary Issues**
Fred W. Bennett
Seminar for Federal Public and Community Defenders (April 1985)
AFD-0239

**Coconspirator Statements**
Fred W. Bennett
Seminar for Federal Public and Community Defenders (October 1985)
67-A

**Everything You Always Wanted to Know About Hearsay but Were Afraid to Ask**
Irving Younger
Irving Younger on Evidence Series
American Bar Association (1977)
VJ-834

**Evidence for Trial Lawyers**
Irving Younger
NPI Cassette Lecture Series
National Practice Institute (1978)
AJ-0294

**Federal Rules of Evidence**
Charles R. Nesson
Seminar for Judges of the Fifth Circuit (November 1984)
AJ-0709

**Federal Rules of Evidence**
Irving Younger
Seminar for Judges of the D.C. and First Circuits (April 1982)
AJ-0484

**Overview of the Federal Rules of Evidence**
James Hancock
FJC Production (May 1982)
AJ-0511; VJ-020

A three-part video program used as part of the orientation of newly appointed district judges.

**The Text of the Federal Rules of Evidence**
FJC Production (November 1985)
1-A

This audiocassette contains only the text (and brief introductory explanations) of the Federal Rules of Evidence, with all amendments through November 1985.

## FEDERAL DEFENDERS & DEFENDER INVESTIGATORS

**Bank Robbery Investigations**
P. C. Price
Seminar for Federal Defender Investigators (October 1984)
AFI-0068

**Coping with Chronic Litigants**
Carl Zahner and John Wightman
Prisoner Litigation Workshop (September 1983)
ADD-0057

**Defense Investigator and the Federal Bureau of Prisons**
James L. Jones
Seminar for Federal Defender Investigators (October 1984)
AFI-0065

**Ethics**
John J. Cleary
Seminar for Assistant Federal Defenders (December 1983)
AFD-0187

**Interviewing Techniques and Issues**
Milton Silverman
Seminar for Federal Defender Investigators (October 1984)
AFI-0066

**Investigating the Massive Document Fraud Case**
Mario G. Conte, Jr.
Seminar for Federal Defender Investigators (October 1984)
AFI-0063

**Investigating the Multidefendant Drug Conspiracy Case**
Lawrence Fleming
Seminar for Federal Defender Investigators (October 1984)
AFI-0062

**Meaning of Federal Rule of Criminal Procedure 26.2 for the Federal Defense Investigator**
Arthur Margulis
Seminar for Federal Defender Investigators (October 1984)
AFI-0067

**Operating a Defender Office**
National Institute of Justice (1980)
VFD-012

**Prisoner Transfer**
Judy Clarke
Seminar for Assistant Federal Defenders (December 1983)
AFD-0189

**Role of the Defender Investigator in Sentencing**
Theodore J. Lidz
Seminar for Assistant Federal Defenders (June 1982)
AFD-0157

## FEDERAL JUDICIAL ADMINISTRATION

**Federal Judicial Administration**
A. Leo Levin
FJC Production (March 1984)
VPO-019

A program prepared for the orientation of probation and pretrial services officers.

**Federal Judicial Administration**
A. Leo Levin
FJC Production (August 1983)
VJ-050

A program prepared for the orientation of district judges; of general interest.

**Judicial Councils**
Paul H. Roney
Seminar for Newly Appointed Appellate Judges (May 1985)
AA-0072; VA-0025

**Judicial Councils, Judicial Conferences, and Conference Committees**
James R. Browning
Seminar for Newly Appointed Appellate Judges (December 1982)
AA-0037; VA-012

## FEDERAL JURISDICTION

**Federal Appellate Jurisdiction/Special Problems**
Maurice Rosenberg
Seminar for Newly Appointed Appellate Judges (December 1982)
AA-0035; VA-010

**Federal Jurisdiction**
John Cleary
Seminar for Assistant Federal Defenders (December 1982)
AFD-0197; VFD-025

**Recent Supreme Court Extension of Long-Arm Statutes into Federal Jurisdiction**
Burt Neuborne
Seminar for Judges of the Fifth Circuit (October 1982)
AJ-0532

## FINANCIAL & FISCAL MANAGEMENT

### Bankruptcy Courts

**Accounting**
Michael F. Eisert and Ted Hopkins
Seminar for Bankruptcy Court Fiscal Clerks (June 1983)
ADB-0070

**Collections and Deposits**
Michael F. Eisert and Ted Hopkins
Seminar for Bankruptcy Court Fiscal Clerks (June 1983)
ADB-0069

**Disbursing and Fund Control**
Samuel M. Merwitz and Ted Hopkins
Seminar for Bankruptcy Court Fiscal Clerks (June 1983)
ADB-0068

**Employment of Professional Persons and Review of Fee Applications**
G. William Brown
Seminar for Deputy Clerk Estate Administrators (February 1985)
ADB-0075

**Investigating Allegations of Trustee Misconduct and Fraud**
Thomas W. Kennedy and Richard Hettinger
Seminar for Deputy Clerk Estate Administrators (February 1985)
ADB-0079

**Reporting**
Samuel M. Merwitz and Ted Hopkins
Seminar for Bankruptcy Court Fiscal Clerks (June 1983)
ADB-0071

**Rule 67 and Registry Fund Investments**
James F. Davey and James E. Vandegrift
Seminar for District Clerks (May 1984)
ACD-0049 and ACD-0050

### General

**Automated Accounting Systems**
Len Lloyd and Denise Curtis
Seminar for Financial Clerks (April 1985)
AFC-0021

**Internal Controls**
Len Lloyd
Seminar for Financial Clerks (April 1985)
AFC-0024

**Liabilities**
Joseph J. Bobek
Seminar for Chief Deputy Clerks (December 1982)
ADD-0042

## HABEAS CORPUS

**Impact of Recent Decisions on Habeas Corpus Law**
Barry Bassis
Seminar for Federal Public and Community Defenders (October 1984)
AFD-0222

**New Federal Habeas Corpus**
Ira Robbins
Seminar for Magistrates (September 1985)
48-A

**The Theory and Practice of Federal Habeas Corpus for State Prisoners**
Ira Robbins
FJC Production (March 1985)
AJ-0738; VJ-073

A seven-segment, four-tape presentation on the history of the writ, jurisdiction and exhaustion matters, right to a hearing, and other matters.

## IMMIGRATION LAW

**Human Rights**
Louis Henkin
Seminar for Judges of the Ninth Circuit (January 1985)
AJ-0692

**International Legal Standards**
Louis Henkin and Marvin E. Frankel
Seminar for Judges of the Ninth Circuit (January 1985)
AJ-0693

**Refugee Rights and Asylum**
Peter H. Schuck and Paul R. Verkuil
Seminar for Judges of the Ninth Circuit (January 1985)
AJ-0694

**Representing an Alien in a Criminal Case**
Tova Indritz
Seminar for Federal Public and Community Defenders (April 1985)
AFD-0237

*See also* **CIVIL RIGHTS**

## INTERPERSONAL COMMUNICATION

**Communication: The Nonverbal Agenda**
CRM McGraw-Hill Films (1975)
F-003

A 30-minute film on nonverbal behavior.

**Desk to Desk**
Educational Resources Foundation (1971)
F-014

A 29-minute film on communications techniques to solve problematic peer-group relationships.

**Interviewing Skills**
United States Office of Education (1977)
F-073

**Non-Verbal Communication**
Salenger Educational Media (1979)
F-081

**Oral Communication**
United States Office of Education (1977)
F-069

**Person-to-Person Relationships**
United States Office of Education (1977)
F-074

**Public Contact and Telephone Skills**
Jay Terry
Dible Management Development Institute (1983)
AIS-0006

**Strictly Speaking**
Cally Curtis Company (1979)
F-095

A 30-minute film, with Edwin Newman, on the everyday abuse of language.

**Telephone Manners**
National Educational Media, Inc. (1972)
F-043

A 10-minute film describing the basic elements of telephone courtesy.

**What Do You Mean, What Do I Mean?**
Salenger Educational Media (1976)
F-064

An 18-minute film dramatizing barriers to effective communication.

**Written Communication**
United States Office of Education (1977)
F-070

## JUDICIAL CONDUCT & ETHICS

**Judicial Activities and Ethics**
Howard T. Markey
Seminar for Newly Appointed Bankruptcy Judges (May 1984)
AB-0243; VB-017

Judge Markey's presentation on "Judicial Activities and Ethics" is made at seminars for, and is applicable to, all federal judicial officers, who are covered by the Code of Judicial Conduct and who may seek advice from the Advisory Committee on Codes of Conduct. His May 1984 presentation is the most recent available on tape.

**What It Means to Be a Judge**
Edward J. Devitt
Seminar for Newly Appointed District Judges (October 1985)
68-A; 68-V

## JUDICIAL DECISION MAKING & JURISPRUDENCE

**Doctrine of Precedent**
Shirley M. Hufstedler, Edward D. Re, and Richard A. Wasserstrom
Seminar for Appellate Judges (January 1979)
AA-0014

**Interrelationships Among Judges of Multijudge Courts**
Frank M. Coffin
Seminar for Newly Appointed Appellate Judges (May 1985)
AA-0074

**Is Moral Theory Constitutional Law?**
Ronald Dworkin
Seminar for Appellate Judges (March 1979)
AA-0009

**Judicial Liability**
Robert M. Parker
Seminar for Judges of the Fifth Circuit (November 1984)
AJ-0703

**Line Drawing: Acceptable and Unacceptable Judicial Law Making**
Ruggero J. Aldisert, John P. Fullam, Frederick B. Lacey, and Walter K. Stapleton
Seminar for Judges of the Third Circuit (April 1982)
AJ-0498

**Practice and Procedure in Reaching Decisions**
Richard S. Arnold
Seminar for Newly Appointed Appellate Judges (May 1985)
AA-0073

**Rethinking Fairness: Perspectives on the Litigative Process**
Jon O. Newman
Association of the Bar of the City of New York (November 1984)
AG-0051

The bar association's 37th annual Cardozo lecture.

**Statutory Construction**
John Kernochan
Seminar for Newly Appointed Appellate Judges (December 1982)
A-0048; VA-023

**Why Judges Think as They Do**
Calvin Woodard and George C. Pratt
Seminar for Appellate Judges (October 1983)
AA-0063

## JURY INSTRUCTIONS

**Drafting Jury Instructions**
James M. Shellow
Seminar for Federal Public and Community Defenders (April 1985)
AFD-0242

**Improving Civil and Criminal Jury Instructions**
William W. Schwarzer
Seminar for Judges of the Eighth and Tenth Circuits (January 1983)
AJ-0546

**Improving the Efficiency of Jury Trials and Model Jury Instructions**
William W. Schwarzer
Seminar for Judges of the Ninth Circuit (January 1983)
AJ-0545

## JURY MANAGEMENT & JUROR UTILIZATION

**And Justice for All**
Wayne State University (1976)
F-038

This program, designed for new jurors, provides an introduction to petit jury service. Courts may purchase a permanent copy from their consumable supply allocation by sending a purchase order to Post Script, 34773 Seven-Mile Road, Livonia, MI 48152, Attn.: Shelby Newhouse (313-477-6812). The cost is $180.

**The Federal Grand Jury: The People's Panel**
MGM/UA Entertainment Co. (1985)
2-V: 2-F

A 30-minute program that complements *And Justice for All* and deals with the duties and obligations of grand jury service; narrated by John Houseman, with a closing message by Chief Justice Warren E. Burger. The Judicial Conference has recommended its use by all district courts.

Courts may purchase a permanent copy from their consumable supply allocation by sending a purchase order for the videotape (¾-in. U-Matic, $26 each; ½-in. VHS, $20 each—plus estimated $15 shipping cost) to Mary Warren, V.C.I., 915 Hollywood Way, Burbank, CA 91505; for the film ($175 inclusive of all costs) to Norman Carpenter, MGM Laboratories, 10202 West Washington Boulevard, Culver City, CA 90230.

**Juror Utilization**
Frank J. McGarr
Seminar for Newly Appointed District Judges (April 1984)
AJ-0650

**Juror Utilization and Management—A Team Approach**
Warren K. Urbom and G. Thomas Munsterman
Seminar for Chief District Judges and Clerks of the Seventh and Eighth Circuits (April 1983)
AJ-0577

## LABOR LAW

**Injunctions Against Organized Activities Under the Labor-Management Relations Act**
George Schatzki
Seminar for Judges of the Ninth Circuit (February 1984)
AJ-0627

**Labor Injunction Litigation**
George Schatzki and Alfred T. Goodwin
Seminar for Appellate Judges (October 1983)
AA-0055

**Labor Law**
George Schatzki
NPI Cassette Lecture Series
National Practice Institute (1978)
AJ-0293

**Labor Litigation**
Julius G. Getman
Seminar for Judges of the Second Circuit (May 1982)
AJ-0508

## MANAGEMENT & SUPERVISION

**The Abilene Paradox**
McGraw-Hill, Inc. (1984)
VG-047

A 28-minute tape on the dynamics of group decision making and the often negative consequences of group members' subordinating their individual preferences, doubts, and feelings about a decision to what they think the group wants.

**Beyond Theory Y—The Contingency Approach to Management**
Salenger Educational Media (1974)
F-027

**Building a Working Team**
BNA Communications, Inc. (1975)
F-032

A 31-minute film on promoting two-person communication in an office setting.

**The Confidence Game**
Educational Resources Foundation (1977)
FIS-003

A three-film series on elements of the effective office.

**Conflict**
Roundtable Films, Inc. (1974)
F-054

A 34-minute film on strategies for dealing with conflict and turning it to advantage.

**Correct Way of Correcting**
Roundtable Films, Inc. (1973)
F-057

A 24-minute film on the impact of negative supervision.

**Dynamics of Motivational Management**
Leadership Management, Inc. (1979)
AIS-0001

**Dynamics of Personal Leadership**
Paul J. Meyer
Success Motivation Institute, Inc. (1976)
AIS-0002

**Five Ways to Manage Conflict**
Xicom Video Arts (1979)
F-086; VG-901

**Goal Setting**
Salenger Educational Media (1980)
F-096

A 17-minute film outlining four steps in effective organizational goal setting.

**The Go-Giver**
American Media Incorporated (1981)
VG-021

**Group Dynamics: Groupthink**
CRM McGraw-Hill Films (1981)
VG-018

**Helping: A Growing Dimension of Management**
CRM McGraw-Hill Films (1979)
F-106

**How to Fail in Managing Without Really Trying**
Salenger Educational Media (1979)
F-087; VG-912

A 32-minute film on 20 aspects of failed management.

**How to Get Things Done**
Jay Terry
Fred Pryor Seminars, Inc. (1984)
AG-0054

A six-cassette series of presentations made at a Fred Pryor Seminar by the same name. The tapes highlight time management, personal effectiveness, delegation, and other timesaving and energy-saving measures.

**How to Grow People into Self-Starters**
Thomas K. Connellan
Nightingale-Conant Corporation (1985)
4-A

A six-cassette series that outlines what steps managers and supervisors should take to develop their staff into self-starters. Includes practical advice on goals, performance, behavior, reinforcement, and feedback.

**In Charge**
Cally Curtis Company (1979)
F-088; VG-900

A 14-minute film on the difference between position power and personal power.

**In Search of Excellence**
Nathan/Tyler Productions, Inc. (1985)
VG-041

An 88-minute videocassette, based on the best-selling book of the same name, that analyzes attributes or operating principles of successful corporations.

**A Passion for Excellence**
Thomas K. Peters
CBS/Fox Video (1985)
VG-052

Based on the book *A Passion for Excellence*, this 63-minute tape by the coauthor of *In Search of Excellence* summarizes new research in organizational leadership. It emphasizes how some traditional management concepts are being discarded in favor of approaches that emphasize customer service and treatment.

**Jones-Mohr Listening Test**
John E. Jones and Lawrence Mohr
University Associates (1976)
AIS-0003

**Leadership: Style or Circumstance**
CRM McGraw-Hill Films (1975)
F-006

A 30-minute film analyzing the suitability of various leadership styles to particular circumstances.

**Leadership for Women**
Rose Dorrance
Leadership Management, Inc. (1979)
AG-0050

Time required for completion of this eight-lesson self-study audiocassette and workbook package varies. Topics include assessing women's talents, developing winning attitudes, and preparing for upward mobility.

**The Manager and the Organization**
BNA Communications, Inc. (1977)
FIS-001

A six-part film series, with Peter Drucker, on executive management skills, designed for use in two one-week phases.

**Managing Conflict**
Salenger Educational Media (1979)
F-082; VG-909

**Managing People**
David L. Ward
Dible Management Development Institute (1980)
AIS-0008

**Meetings Bloody Meetings**
Xicom Video Arts (1974)
F-049

A 30-minute film on techniques for preparing for and conducting successful meetings.

**The New Leadership: Managing People and Change**
Alan Brache
Nightingale-Conant Corporation (1984)
7-A

This six-audiocassette series explores various models of leadership behavior, explaining the consequences of each and describing how to determine which behaviors are best suited to which circumstances. Includes a workbook and case studies.

**Now, That's a Report!**
Roundtable Films, Inc. (1977)
F-031; VG-903

A 28-minute exploration of four stages of report writing.

## The One-Minute Manager Series

**The One-Minute Manager**
Kenneth Blanchard and Spencer Johnson
CBS/Fox Video (1981)
VG-035

This 50-minute tape features the two authors of the book by the same name explaining the concepts of the one-minute manager and their application. The package includes a copy of the book, a leader's guide, and a workbook.

**Building One-Minute Manager Skills**
Kenneth Blanchard
CBS/Fox Video (1985)
VG-056

This 46-minute tape features *One-Minute Manager* coauthor Kenneth Blanchard teaching viewers how to translate the concepts of the one-minute manager into practical skills to become a more effective manager/supervisor. Includes a leader's guide and other materials.

**Leadership and the One-Minute Manager**
Kenneth Blanchard
CBS/Fox Video (1985)
VG-054

In this 85-minute tape, *One-Minute Manager* coauthor Kenneth Blanchard explains how all levels of management can tailor the concepts of the one-minute manager to stimulate peak job performance in all employees, regardless of their level of experience, through individual application. Includes a leader's guide and other materials.

**The One-Minute Manager**
Kenneth Blanchard and Spencer Johnson
Nightingale-Conant Corporation (1982)
AG-0055

A two-audiocassette series explaining the concepts of the one-minute manager and their use. Includes the book *The One-Minute Manager* and an action planner.

**Putting the One-Minute Manager to Work**
Kenneth Blanchard and Robert Lorber
CBS/Fox Video (1984)
VG-036

In this 59-minute tape, Kenneth Blanchard describes how to turn the three secrets of one-minute management into day-to-day skills for use in real-life situations. Includes a leader's guide and other materials.

**Opening the Door**
Educational Resources Foundation (1972)
F-066

An 18-minute film on how to use employee time effectively.

**Organizational Development in the Judicial Setting**
James A. Robbins
Seminar for Senior Staff Attorneys (September 1983)
ASA-0019; VSA-002

**A Pattern for Instruction**
Roundtable Films, Inc. (1976)
F-046

A 20-minute program outlining a four-step approach to instructing employees.

**Peter Hill Puzzle**
National Educational Media, Inc. (1975)
F-002

A 32-minute film on the relationship between cost management and other management diversions and their impact on persons in an organization.

**Public Sector Integrity Training**
President's Council on Efficiency and Integrity (1981)
VG-933

A 50-minute program designed to develop federal employees' awareness of the potential for fraud, waste, and abuse of public trust.

**Redeker on Discipline**
James R. Redeker
BNA Communications, Inc. (1983)
AG-0047

**Resolving Conflicts**
CRM McGraw-Hill Films (1982)
F-107

**Rewards of Rewarding**
Roundtable Films, Inc. (1973)
F-056

A 24-minute film on assessing an organization's reward system.

**The Situational Leader**
Paul Hersey
Nightingale-Conant Corporation (1985)
8-A

A six-audiocassette series on how managers and supervisors can learn to adapt their leadership styles to differing situations and personalities. Useful for all levels of management.

**Team Building**
CRM McGraw-Hill Films (August 1983)
VG-027

**A Team of Two**
Cally Curtis Company (1976)
F-045

A 30-minute film on how managers can make full use of their secretaries.

**Thinking It Through**
Roundtable Films, Inc. (1979)
F-080; VG-907

A 23-minute film to help supervisors deal with complex organizational problems.

**Thoughtware Management Library**
Thoughtware, Inc. (1985)

A 13-module, interactive, diskette-based library on management development topics. Each module contains one or two diskettes and a workbook with instructions, objectives, working materials, and suggested further readings. The library is divided into a Management Diagnostic Series (3 modules) and a Management Training Series (10 modules). The training modules help users improve their skills in 10 management areas. Users should begin the series by proceeding first through one or more of the diagnostic modules. All 13 modules are highly interactive, requiring users to respond to questions, case studies, and hypothetical situations. Use of these modules requires an IBM PC, XT, or AT with 128K and color graphics card.

*Diagnostic Series*

**1.1 Assessing Personal Management Skills**
69-D

**1.2 Evaluating Organizational Effectiveness**
70-D

**1.3 Understanding Personal Interaction Styles**
71-D

*Training Series*

**2.1 Leading Effectively**
72-D

**2.2 Motivating to Achieve Results**
73-D

**2.3 Defining Goals and Objectives**
74-D

**2.4 Improving Employee Performance**
75-D

**2.5 Performance Appraisal**
76-D

**2.6 Managing Time Effectively**
77-D

**2.7 Conducting Successful Meetings**
78-D

**2.8 Managing by Exception**
79-D

**2.9 Managing Stress**
80-D

**2.10 Life and Career Planning**
81-D

**Transactional Analysis**
CRM McGraw-Hill Films (1974)
F-100

**The Values-Driven Manager**
Thomas L. Brown
Nightingale-Conant Corporation (1985)
5-A

A six-audiocassette series about the important role of values in management. Useful for all levels of management, including supervisors.

*See also* **INTERPERSONAL COMMUNICATION; PERSONNEL MANAGEMENT; SELF-IMPROVEMENT**

## OPINIONS & OPINION WRITING

**Opinion Writing**
A. Leo Levin, Ruggero J. Aldisert, and Edward D. Re
Seminar for Appellate Judges (March 1979)
AA-0008

**Opinion Writing: Dissenting and Concurring Opinions**
John C. Godbold
Seminar for Newly Appointed Appellate Judges (December 1982)
AA-0042; VA-017

**Opinion Writing: Functions of an Appellate Opinion**
Harold R. Tyler, Jr.
Seminar for Newly Appointed Appellate Judges (December 1982)
AA-0043; VA-018

**Opinion Writing: Perspective of the Consumer**
Paul L. Friedman
Seminar for Newly Appointed Appellate Judges (December 1982)
AA-0044; VA-019

**Opinion Writing—Problems and Issues**
Daniel M. Friedman, Daniel J. Meador, John C. Godbold, and Marvin E. Frankel
Seminar for Newly Appointed Appellate Judges (April 1985)
AA-0069

**Opinion Writing—Problems and Issues**
Ruggero J. Aldisert
Seminar for Newly Appointed Appellate Judges (December 1982)
AA-0041

**Writing and Editing**
Ronald Simon
Seminar for Senior Staff Attorneys (September 1983)
ASA-0021; VSA-004

## PATENT & COPYRIGHT LAW

**New Copyright Law**
Leon Friedman
Seminar for Judges of the Seventh Circuit (October 1981)
AJ-0461

## PERSONNEL MANAGEMENT

**Boomerang I and II**
Leopold and Associates (1976)
I: F-097; II: F-098

Two 22-minute films, each using vignettes to illustrate equal employment opportunity issues. The regulations discussed in this series are not necessarily directly applicable to or representative of the policies of the federal judiciary, but the series can be helpful in its general depiction of possible personnel practices based on arbitrary discrimination.

**Civil Service Retirement System**
FJC Production (1982)
AG-0046; VG-017

**Equal Employment Opportunity Series**
Seminar for Federal Court EEO Coordinators (April 1981)

**Advertising, Recruitment, Interviewing**
F. D. Mandel
AG-0032

**Annual Reports**
Daniel R. Cavan
AG-0031

**Discriminatory Practices**
Earl J. Ross
AG-0035

**EEO Coordinators**
Earl J. Ross
AG-0029

**Employment Discrimination Laws**
R. Townsend Robinson
AG-0027

**Grievance Process**
Daniel Ryan
AG-0036

**Hiring, Promoting, Disciplining, and Termination Under AAP**
F. D. Mandel
AG-0033

**Judicial Conference Model Plan**
Daniel R. Cavan
AG-0028

**Training, Cross-Training, and Job Restructuring**
Roger Geckler and Earl J. Ross
AG-0034

**Fair Employment Practice**
BNA Communications, Inc. (1979–1980)

A four-part series, including printed material, on the fundamental concepts of equal employment opportunity. The regulations discussed in this series are not necessarily directly applicable to or representative of the policies of the federal judiciary, but the series can be helpful in its general depiction of possible personnel practices based on arbitrary discrimination.

**Discipline and Discharge**
VG-024

**Preventing Sexual Harassment**
VG-025

**Promotion and Transfer**
VG-023

**Recruitment, Selection and Placement**
VG-022

**Federal Employees' Group Life Insurance**
FJC Production (1982)
AG-0045; VG-016

**Federal Employees' Health Benefits Program**
FJC Production (1982)
AG-0044; VG-015

**Guidelines for Developing a Position Description**
Howard E. Newman
FJC Production (1981)
VG-930

**Guidelines for Employment Interviewing**
Howard E. Newman
FJC Production (1981)
VG-932

**Hiring and Firing**
Jay Terry
Fred Pryor Resource Corporation (1981)
AIS-0004

**Performance Appraisal**
Howard E. Newman
FJC Production (1980)
VG-922

A 59-minute introduction to conducting performance appraisals.

**Performance Appraisal: Human Dynamics**
CRM McGraw-Hill Films (1978)
F-008

A 29-minute film on various personnel appraisal systems.

**The Selection Interview: Screening the Candidate, with Leo F. McManus**
VIDEOCOM (1985)
VG-042

A tape that illustrates useful techniques and questions in conducting screening interviews.

**Tell Me About Yourself**
Roundtable Films, Inc. (1978)
F-061

A 27-minute film illustrating the interview process.

**Welcome Aboard**
Roundtable Films, Inc. (1972)
F-062

A 21-minute film depicting the results of a poor orientation process.

## PRETRIAL SERVICES

**Pretrial Diversion and General Sentencing Considerations**
John J. Cleary
Seminar for Federal Defenders (September 1981)
AFD-0144

**Pretrial Services Teleconference**
FJC Production (September 1981)
APS-0013; VPS-001

An edited program of an FJC video seminar broadcast from Washington, D.C., in September 1981 and featuring staff of the Probation Division of the Administrative Office of the U.S. Courts. The program addressed various issues and administrative matters regarding the federal pretrial services system, including legislation, budget, personnel, and statistics.

*See also* **BAIL**

## PROBATION & PROBATIONER SERVICES

**An Administrator's View of Rational Behavior Training**
Almon L. Havenstrite
Seminar for Probation Officers (September 1982)
APO-0196

**Chalk Talk on Counseling**
FMS Productions, Inc. (1977)
F-047

A 27-minute film on counseling alcoholics.

**Community Service—Alternatives to Confinement**
Manuel L. Real
Seminar for Assistant Federal Defenders (June 1982)
AFD-0160

**Crime File**
Police Foundation/WETA-COM/National Institute of Justice (1985)

A series of 22 videotapes, each 28 minutes, presenting perspectives and research findings on the operation of the criminal justice system. After introducing each program, narrator James Q. Wilson invites comment from guest participants representing differing points of view. Some tapes incorporate pictorial documentaries drawn from crime records; computer graphics and charts highlight pertinent statistical data.

**Biology and Crime**
Sarnoff Mednick (U.S.C.), Richard Herrnstein (Harvard), and Deborah Denno (U. Pa.)
82-V

**Death Penalty**
Ernest van den Haag (Fordham) and David Bruck (Coalition Against the Death Penalty)
83-V

**Domestic Violence**
Lawrence Sherman (U. Md.), George Napper (Atlanta Police Dep't), and Barbara Hart (Domestic Abuse Program, Reading, Pa.)
84-V

**Drinking and Crime**
Robert Niven (Nat'l Inst. on Alcohol Abuse and Alcoholism), Barry Sweedler (Nat'l Transp. Safety Bd.), and Mark Moore (Harvard)
85-V

**Exclusionary Rule**
Yale Kamisar (U. Mich.) and D. Lowell Jensen (Dep't of Just.)
86-V

**Heroin**
John Kaplan (Stanford), Arnold Trebach (American U.), and Edward Dennis, Jr. (U.S. attorney, E.D. Pa.)
87-V

**Insanity Defense**
Norval Morris (U. Chi.), D. Lowell Jensen (Dep't of Just.), and Jonas Rappeport (Baltimore, Md.)
88-V

**Inside Prisons**
Norval Morris (U. Chi.), George Beto (Huntsville, Tex.), and Alvin Bronstein (Nat'l Prison Project, ACLU)
89-V

**Jobs and Crime**
Philip Cook (Duke), Michael Smith (VERA Inst.), and John McDonald (Impact Services)
90-V

**Juvenile Offenders**
Peter Greenwood (Rand), Barry Feld (U. Md.), and Gladys Kessler (D.C. Superior Ct.)
91-V

**Neighborhood Safety**
Lawrence Sherman (U. Md.), Lucy Gerold (Minneapolis Comm. on Crime Prevention), and C. R. Kirk (Houston Police Dep't)
92-V

**Out on Bail**
James McComas (public defender, Washington, D.C.), Martin D. Sorin (Sorin Inst.), and Jeffrey Harris (former director, President's Task Force on Violent Crime)
93-V

**Predicting Criminality**
Peter Greenwood (Rand), John Monahan (U. Va.), and Peter Hoffman (U.S. Parole Comm'n)
94-V

**Prison Crowding**
Thomas Peppetto (Citizens Crime Comm'n of N.Y.), Al Blumstein (Carnegie-Mellon), and Mark Corrigan (Nat'l Inst. for Sentencing Alternatives)
95-V

**Repeat Offenders**
Edward Spurlock (Washington, D.C. Police Dep't), Peter Gilchrest (district attorney, Charlotte, N.C.), and Leslie Harris (ACLU)
96-V

**Sentencing**
Kay Knapp (Minn. Sentencing Guidelines Comm'n), Brian Forst (INSLAW), and Robert J. Hallisey (Mass. Superior Ct.)
97-V

**TV and Violence**
L. Rowell Huesmann (U. Ill.), J. Ronald Milavsky (NBC), and David Phillips (U. Cal., San Diego)
98-V

**Victims**
Lois Herrington (Dep't of Just.), Marlene Young (Nat'l Org. for

Victim Assistance), and Norman Early (district attorney, Denver)
99-V

**Crisis**
University of California (1968)
F-011

A 30-minute film portraying five dangerous situations encountered by a California parole agent.

**Federal Bureau of Prisons**
Norman A. Carlson
Video Orientation for Probation Officers (December 1983)
VPO-020

A program prepared for the orientation of probation and pretrial services officers.

**Glasser on Reality Therapy**
William Glasser
Dr. William Glasser, Inc. (1983)
VPO-012

**How to Get a Job**
WNET-TV (May 1979)
VG-914

A 59-minute tape, drawn from "Bill Moyers' Journal," on a job-placement program, which illustrates job-placement efforts.

**Improved Probation Strategies**
National Institute of Justice (1980)
VPO-001

A 52-minute program, helpful as an orientation to new officers, addressing operational and management issues in the probation system.

**Incest**
Filmakers Library (1984)
VPO-028

A frank 58-minute videotape about incest, its behavioral origins, and its consequences, including case histories and interviews with perpetrators as well as victims. It can be used for group counseling sessions, probation training, and general consciousness-raising.

**Introduction to Self-Defense**
James G. Rocco
FJC Production (September 1981)
VPO-015

A 35-minute tape covering some basic self-defense moves that physically fit individuals can take to protect themselves in threatening situations.

**Introduction to the United States Parole Commission**
Benjamin F. Baer and Steven D. Johnston
FJC Production (March 1984)
VPO-024

A program prepared for the orientation of probation and pretrial services officers.

**Introduction to the United States Probation System**
Donald L. Chamlee
FJC Production (March 1984)
VPO-021

A program prepared for the orientation of probation and pretrial services officers.

**Learning to Live Rationally Inside and Outside of Prison**
Maxie C. Maultsby, Jr., and Linda Carpenter
University of Kentucky Medical Center (1977)
VPO-804

A 30-minute tape depicting a prisoner in his first attempt at rational self-analysis (RSA).

**Legal Issues for Probation Officers**
David N. Adair, Jr., and Lisa A. Kahn
FJC Production (March 1984)
VPO-023

A program prepared for the orientation of probation and pretrial services officers.

**Men Who Molest**
Filmakers Library (1984)
VPO-029

A frank 55-minute videotape on molestation, its behavioral origins, and its consequences that includes case histories and interviews with molesters as well as victims. It can be used for probation training, group counseling sessions with probation/parole clients, and general consciousness-raising.

**Mini Series: Basic Concepts of Reality Therapy**
Dr. William Glasser, Inc. (1975)
VG-917

**Presentence Investigation and Report**
Robert Ault

FJC Production (January 1984)
VPO-022

A program prepared for the orientation of probation and pretrial services officers.

**Probation Revocation**
A. J. Kramer
Seminar for Assistant Federal Defenders (December 1983)
AFD-0193

**Rape: Face to Face**
Filmakers Library (1984)
VPO-030

A frank 57-minute tape on the psychological and other consequences of rape, featuring an unrehearsed interchange between victims of rape and men convicted of rape. It can be used for probation training, group counseling sessions with probation/parole clients, and general consciousness-raising.

**Rational Behavior Training**
U.S. Probation Office for the Northern District of Texas (1982)
VPO-808

A 39-minute, four-section introduction to rational behavior training.

**Rational Emotive Imagery**
Maxie C. Maultsby, Jr.
Seminar for Probation Officers (September 1982)
APO-0198

**Rational Emotive Imagery**
Maxie C. Maultsby, Jr., and Linda Carpenter
University of Kentucky Medical Center (1977)
VPO-805

A 28-minute program in which a subject describes her progress in eliminating irrational anger and tension.

**Rational Self-Motivation I and II**
Maxie C. Maultsby, Jr., and Linda Carpenter
University of Kentucky Medical Center (1977)
I: VPO-806; II: VPO-807

A 33-minute and 28-minute program on self-motivation using irrational "have-to's."

**Reality Therapy I (Personal Strength and Success Identity) and II (Dealing with Effects of Failure Identity)**
Educator Training Center (1977)

I: F-059; II: F-060

An introduction to reality therapy.

**Revisions of the Presentence Investigation Report: Publication 105**
Donald L. Chamlee, Susan Krup-Grunin, and Lorene Lake
FJC Production (June 1984)
VPO-026

**Sentencing Alternatives**
Dan W. Stowers
FJC Production (January 1985)
VPO-018

A program prepared for the orientation of probation officers.

**Supervision Process**
Harold B. Wooten
FJC Production (March 1984)
VPO-017

A program prepared for the orientation of probation officers.

**To Have and to Hold**
New Day Films (1985)
VPO-027

A 20-minute program on spouse abuse, for use in general consciousness-raising sessions, by probation officers in group counseling sessions, and for probation training.

**U.S. Parole Commission Policies Regarding Limited Search and Seizure of Plain-View Contraband**
Joseph Barry, Steve Johnston, John Lavezzo, Ruta Bailey, and Paul Dippolito
FJC Production (June 1984)
VPO-025

**Victim and Witness Protection Act of 1982 Teleconference**
FJC Production (March 1983)
VPO-009 (complete version); VJ-052 (special version for judges)

A videotape of an FJC video seminar broadcast from Washington, D.C., in March 1983, featuring discussion of the impact of the act on the responsibilities of federal trial judges, federal defenders and prosecutors, and probation and pretrial services officers. Faculty included Gerald Bard Tjoflat, Wm. Terrell Hodges, James Miller, A. Lowell Jensen, Fred Warren Bennett, Donald Chamlee, Richard Martinez, Ed DiToro, and moderator Louis Schwartz.

**Working with the Involuntary Client**
Maxie C. Maultsby, Jr.
Seminar for Probation Officers (September 1982)
APO-0199

*See also* **SENTENCING**

## PRODUCTS LIABILITY

**Management and Trial of Asbestosis and Other Complex Civil Cases**
Robert M. Parker
Seminar for Judges of the Fourth Circuit (April 1984)
AJ-0660

**Product Liability—Toxic Substances Litigation**
Francis E. McGovern
Seminar for Judges of the Seventh Circuit (October 1981)
AJ-0463

## SANCTIONS

**Use and Misuse of Sanctions**
William W. Schwarzer
Seminar for Judges of the Sixth and Seventh Circuits (October 1984)
AJ-0677

**Use of Sanctions by a Bankruptcy Judge**
Lawrence P. King
Seminar for Bankruptcy Judges (March 1983)
AB-0197

*See also* **ATTORNEYS' FEES; CASE MANAGEMENT; CIVIL PROCEDURE; DISCOVERY**

## SECURITIES LAW & LITIGATION

**"Fraud" and Civil Liability Under the Securities Laws**
Louis Loss
Seminar for Newly Appointed District Judges (April 1984)
AJ-0652

**Trial of a Securities Act Case**
Walter R. Mansfield, Louis A. Craco, and Arthur L. Liman
Federal Litigation Lecture: Session 14
ALI-ABA (April 1977)
AJ-0223

## SELF-IMPROVEMENT

**Applause**
Cally Curtis Company (1976)
F-034

A 26-minute film on seven steps to becoming an effective speaker.

**The Best Is Yet to Be**
Concept Productions (1978)
F-052

A 30-minute film featuring an Olympic gold medalist on mental programming for success.

**Career Management: When Preparation Meets Opportunity**
Ellen J. Wallach and Nancy D. Fulford
EFM Films (1983)
VG-032

**Do It Now!**
Cally Curtis Company (1981)
F-103

A 30-minute film on time management and avoiding procrastination.

**The Effective Office Worker**
Resource for Education and Management, Inc. (1970)
VG-913

A 46-minute program to help support staff see their roles in terms of an overall organizational goal.

**Executive Time Management**
Paul J. Meyer
Success Motivation Institute, Inc. (1978)
AIS-0005

**Finding Time**
CRM McGraw-Hill Films (1980)
F-094

A 29-minute film on time management, with Peter Drucker.

**The Fully Functioning Individual**
BNA Communications, Inc. (1979)
F-079; VG-915

A 21-minute film on enhancing one's abilities in all facets of organizational life.

**Increasing Productivity Through Stress Management**
Walter Menninger
Seminar for Judges of the Eighth and Tenth Circuits (February 1985)
AJ-0345

**The Joy of Involvement**
Ramic Productions (1981)
F-102

A 29-minute film on promoting self-improvement through new attitudes toward daily tasks.

**Living with Stress**
Xerox Films (1977)
F-058

A 22-minute film on various ways of coping with stress.

**Management of Stress**
Kenneth C. Crawford
Seminar for Judges of the Sixth Circuit (April 1983)
AJ-0584

**Management Performance Series**
Longman-Crown (1985)

A series of four self-paced instructional software programs on management topics. Time required for completion varies among users. Use of these programs requires an IBM PC, XT, or AT or an IBM-compatible personal computer. Programs are interactive, requiring users to respond to questions, case studies, surveys, etc. Each program includes a workbook/guide.

**A: Decision Making**
23-D

**B: Management Performance**
22-D

**C: Project Management**
24-D

**D: Time Management**
21-D

**Managing Stress**
CRM McGraw-Hill Films (1978)
F-076

**New Pulse of Life**
Pyramid Films (1975)
F-099

A 30-minute film on basic training in cardiopulmonary resuscitation (CPR).

**A Perfectly Normal Day**
Cally Curtis Company (1976)
F-041; VG-904

A 27-minute film on time management and coping with interruptions.

**Power of Listening**
CRM McGraw-Hill Films (1978)
F-007

A 26-minute film on obstacles to effective listening.

**Reading Efficiency System**
Time-Life Video (1979)
VIS-002

Twelve 30-minute tapes, narrated by Bill Cosby, to promote greater comprehension and thought skills. The entire program takes about six weeks to complete.

**Self-Motivated Achiever**
BNA Communications, Inc. (1978)
F-036

A 27-minute film discussing three characteristics of the self-motivated achiever.

**Something Extra**
Educational Resources Foundation (1971)
F-013

A 25-minute film on effective communication by secretaries.

**Speed Reading System**
Time-Life Video (1976)
VIS-001

Eight 30-minute lessons, narrated by Dick Cavett, with accompanying lessons, to promote greater reading speed and comprehension.

**Strategies for Career Success (for Women on the Move)**
Sharon Crain
Nightingale-Conant Corporation (1985)
8-A

This six-audiocassette series offers suggestions on how to prepare for and achieve career advancement for professional women.

**Stress and the Federal Judge**
Walter Menninger
Seminar for Judges of the Sixth Circuit (July 1980)
AJ-0387

**Stress Management: A Positive Strategy**
Time-Life Video (1981)
VIS-003

A two-and-one-half-hour course, including printed materials and five 30-minute tapes, to help managers learn effective ways of dealing with stress.

**The Superwoman Syndrome**
Marjorie H. Shaevitz
Nightingale-Conant Corporation (1985)
6-A

A six-audiocassette series that explores the superwoman syndrome and suggests approaches for dealing with the many, sometimes conflicting, demands on women who pursue careers, marriage, and family.

**Ten for Gold**
Concept Productions (1978)
F-051

A 28-minute film featuring an Olympic gold medalist on how to set and achieve personal goals.

**This Thing Called Change**
Cally Curtis Company (1979)
F-078; VG-906

A nine-minute film on adapting to change.

**Time Management for Judges**
Kenneth C. Crawford and Otto R. Skopil, Jr.
Seminar for Appellate Judges (October 1983)
AA-0056

**Time of Your Life**
Cally Curtis Company (1974)
F-030

A 28-minute program on rules of time management.

**Total Time Management**
AMACOM (1975)
AG-0040

**Twelve Like You**
Cally Curtis Company (1974)
F-067

A 25-minute film on making effective career decisions.

**Typing Made Easy**
QED (1985)
100-D

Completion time varies by user for this diskette and workbook, which teach touch typing. Designed for people with minimal typing skills, the program is self-paced and includes a game that grows more difficult as typing skills improve. Requires use of an IBM or IBM-compatible personal computer.

**When I Say No, I Feel Guilty**
Cally Curtis Company (1974)
F-084; VG-905

A 30-minute film on assertiveness training skills.

**You Can Surpass Yourself**
Ramic Productions (1974)
F-029; VG-902

A 30-minute film stressing individuals' flexibility and ability to achieve beyond expectations.

**You Pack Your Own Chute**
Ramic Productions (1972)
F-028

A 30-minute film on conquering fears developed from insecurity and habit.

## SENTENCING

**Advanced Sentencing Considerations**
John J. Cleary
Seminar for Federal Public and Community Defenders (October 1984)
AFD-0227

**Federal Bureau of Prisons and the Criminal Defense Attorney**
Norman A. Carlson
Seminar for Federal Public and Community Defenders (October 1984)
AFD-0225

**Motion to Reduce and Probation Revocation**
A. J. Kramer
Seminar for Assistant Federal Defenders (December 1982)
AFD-0215; VFD-043

**Sentencing**
Marvin E. Frankel, Morris Kuznesof, John S. Martin, and David G. Trager
Federal Litigation Lecture: Session 21
ALI-ABA (June 1977)
AJ-0230

**The Trial Judge in the Correctional System**
Seminar for Newly Appointed District Judges (October 1985)
134-A

A panel discussion moderated by A. Leo Levin and including Warren K. Urbom, Anthony A. Alaimo, Benjamin F. Baer, Norman A. Carlson, and Donald L. Chamlee.

**U.S. Parole Commission and the Criminal Defense Attorney**
Benjamin F. Baer
Seminar for Federal Public and Community Defenders (October 1984)
AFD-0223

*See also* **CORRECTIONS & CORRECTIONAL FACILITIES; PROBATION & PROBATIONER SERVICES**

## SETTLEMENT

*See* **CASE MANAGEMENT; CIVIL PROCEDURE**

## SOCIAL SECURITY

**New Approaches to Streamlining Disposition of Social Security Cases**
J. Vincent Aug
Seminar for Magistrates of the Ninth and Tenth Circuits (February 1985)
AM-0302

**Seminar on Social Security Disability Appeals**
U.S. District Court for the Eastern District of New York (March 1982)
VJ-033

**Social Security Appeals**
Paul J. Komives and Robert Noce
Seminar for Magistrates (June 1984)
AM-0289

**Social Security Disability Cases**
Lance M. Liebman
Seminar for Magistrates (September 1983)
AM-0276

**Social Security Review at the District Court Level**
William S. Bahn
FJC Production (March 1985)
AM-0311; VM-023

## SPANISH LANGUAGE

**Programmatic Spanish Series**
United States Department of State (1970)
AG-0042

Forty audiotapes comprising 45 lessons.

**Speak and Read Essential Spanish**
Paul Pimsleur
AMACOM (1966)
AIS-0007

Fifteen audiotapes.

## STAFF ATTORNEYS

**Differences Between Staff Attorneys and "Elbow" Law Clerks**
Ruggero J. Aldisert
Seminar for Senior Staff Attorneys (December 1977)
ASA-0006

**Uses and Potential Uses of Staff Attorneys in Appellate Courts**
Daniel J. Meador
Seminar for Staff Attorneys (November 1976)
ASA-0003

## SUPREME COURT OF THE UNITED STATES

**Supreme Court Odyssey**
WRC-TV (February 1979)
VG-801

A 30-minute videotape using the sketches and paintings of NBC artist Betty Wells to illustrate the work of the Court.

**Supreme Court of the United States**
Alexander Stevas
Seminar for Appellate Clerks (May 1984)
ACD-0047

*See also* **CONSTITUTIONAL LAW**

## TAX LAW

**Series on Crude Oil Windfall Profits Tax**
Seminar on Crude Oil Windfall Profits Tax Act of 1980 (September 1980)

**Administrative Problems**
Charles J. Anthony
AJ-0394

**Overview of "Windfall Profit Tax on Domestic Crude Oil"**
Charles J. Meyers
AJ-0393

**Petroleum Engineering Considerations**
William W. Talley II
AJ-0392

**Tax Consequences**
Charles O'Neill Galvin
AJ-0395

## TRIAL ADVOCACY

### Civil

**Brief Application and Direct Examination of Defendant's Expert Witness**
Trial of an Antitrust Case Series
American Bar Association (1977)
VJ-817

**Cross Examination of Defendant's Expert Witness**
Trial of an Antitrust Case Series
American Bar Association (1977)
VJ-818

**Cross Examination of Defendant's National Sales Manager**
Trial of an Antitrust Case Series
American Bar Association (1977)
VJ-816

**Direct and Comparative Cross Examination of the Defendant in a Civil Case**
Trial Technique Series
American Bar Association (1977)
VJ-825

**Direct and Cross Examination in a Civil Case**
Patricia Bobb and John Tierney
Demonstration Series
National Institute for Trial Advocacy (1979)
VFD-003

**Direct and Cross Examination of Plaintiff's Expert Witness**
Trial of an Antitrust Case Series
American Bar Association (1977)
VJ-813

**Direct Examination of Plaintiff**
Trial of an Antitrust Case Series
American Bar Association (1977)
VJ-811

**Final Argument in a Civil Case**
Trial Technique Series
American Bar Association (1977)
VJ-829

**General Discussion**
Trial of an Antitrust Case Series
American Bar Association (1977)
VJ-823

**Jury Selection in a Civil Case**
Trial Technique Series
American Bar Association (1977)
VJ-826

**Motions, Direct Examination of Defendant's National Sales Manager, and Side Bar Conference**
Trial of an Antitrust Case Series
American Bar Association (1977)
VJ-815

**Motions, Request to Charge, and Defense Counsel's Closing Statement**
Trial of an Antitrust Case Series
American Bar Association (1977)
VJ-820

**Opening Statements**
Trial of an Antitrust Case Series
American Bar Association (1977)
VJ-809

**Panel Discussion of Closing Statements**
Trial of an Antitrust Case Series
American Bar Association (1977)
VJ-822

**Panel Discussion of Direct and Cross Examination of National Sales Manager and Defendant's Expert Witness**
Trial of an Antitrust Case Series
American Bar Association (1977)
VJ-819

**Panel Discussion of Direct and Cross Examination of Plaintiff and Plaintiff's Expert Witness**
Trial of an Antitrust Case Series
American Bar Association (1977)
VJ-814

**Panel Discussion of Pretrial Conference and Opening Statements**
Trial of an Antitrust Case Series
American Bar Association (1977)
VJ-810

**Plaintiff Counsel's Closing Statement**
Trial of an Antitrust Case Series
American Bar Association (1977)
VJ-821

**Pretrial Conference**
Trial of an Antitrust Case Series
American Bar Association (1977)
VJ-808

**Side Bar Conference and Cross Examination of Plaintiff**
Trial of an Antitrust Case Series
American Bar Association (1977)
VJ-812

## Criminal

**Advanced Discovery Issues**
Judah Best
Seminar for Federal Public and Community Defenders (October 1984)
AFD-0224

**Appeal and Petition for Certiorari**
Geoffrey Hansen
Seminar for Assistant Federal Defenders (December 1982)
AFD-0216; VFD-044

**Closing Arguments in a Criminal Case**
James Ferguson and Thomas Singer
Demonstration Series
National Institute for Trial Advocacy (1979)
VFD-009

**Comparative Cross Examination in a Criminal Case**
Keith Roberts, Warren Wolfson, and James Ferguson
Demonstration Series
National Institute for Trial Advocacy (1979)
VFD-007

**Direct and Cross Examination**
Carol Brook
Seminar for Assistant Federal Defenders (December 1983)
AFD-0184

**Direct and Cross Examination in a Criminal Case**
John Tierney and James Ferguson
Demonstration Series
National Institute for Trial Advocacy (1979)
VFD-002

**Direct and Cross Examination of the Defendant in a Criminal Case**
Trial Technique Series
American Bar Association (1977)
VJ-830

**Discovery**
Carol Brook

Seminar for Assistant Federal Defenders (December 1983)
AFD-0177

**Effective Representation at Sentencing and Beyond**
John J. Cleary
Seminar for Assistant Federal Defenders (January 1981)
AFD-0136

**Final Argument in a Criminal Case**
Trial Technique Series
American Bar Association (1977)
VJ-824

**First Appearance and Preliminary Examination**
Seminar for Assistant Federal Defenders (December 1983)
AFD-0176

**How to Approach a Stacked Deck: Defending the Impossible Case**
Steven Rench
Seminar for Federal Public and Community Defenders (October 1984)
AFD-0226

**Interviewing Techniques**
Jodie English
Seminar for Assistant Federal Defenders (December 1983)
AFD-0173

**Jury Selection in a Criminal Case**
Trial Technique Series
American Bar Association (1977)
VJ-827

**Jury Trial**
Bobby Lee Cook
Seminar for Assistant Federal Defenders (December 1983)
AFD-0183

**Jury Trial Preparation**
Fred W. Bennett
Seminar for Assistant Federal Defenders (December 1983)
AFD-0182

**Litigation Under the Federal Rules of Criminal Procedure**
John Richilano
Seminar for Federal Public and Community Defenders (April 1985)
AFD-0241

**Mentally Disturbed Client**
A. J. Kramer

Seminar for Assistant Federal Defenders (December 1983)
AFD-0188

**Misdemeanor Practice**
A. J. Kramer
Seminar for Assistant Federal Defenders (December 1983)
AFD-0175

**Motion to Suppress Illegally Seized Evidence**
Gerald Goldstein
Seminar for Assistant Federal Defenders (December 1983)
AFD-0179

**Opening Statement in a Criminal Case**
Trial Technique Series
American Bar Association (1977)
VJ-828

**Other Pretrial Motions**
Seminar for Assistant Federal Defenders (December 1983)
AFD-0180

**Pretrial Release**
Seminar for Assistant Federal Defenders (December 1983)
AFD-0178

**Probation Revocation**
A. J. Kramer
Seminar for Assistant Federal Defenders (December 1983)
AFD-0193

## General

**American Inns of Court Program: An Introduction**
Howard T. Markey and Warren E. Burger
FJC Production (1985)
VG-043

**Art of Cross Examination**
Irving Younger
Irving Younger on Evidence Series
American Bar Association (1977)
VJ-833

**Cross Examination: Lecture and Demonstration**
Herbert J. Stern, Stephen A. Saltzburg, Calvin Sharpe, and Judah Best
Trial Advocacy Institute

University of Virginia Law School (January 1982)
VFD-015

**Cross Examination with Transcripts and Documents**
Brian Donato and Bruce I. Goldstein
Trial Advocacy Institute
University of Virginia Law School (January 1982)
VFD-017

**Dealing with Problem Witnesses**
Demonstration Series
National Institute for Trial Advocacy (1979)
VFD-006

**Demonstration of Trial**
Trial Advocacy Institute
University of Virginia Law School (January 1982)
VFD-019

**Direct Examination/Demonstrative Evidence/Experts**
H. Lane Kneedler, Herbert J. Stern, Stephen A. Saltzburg, and Bruce I. Goldstein
Trial Advocacy Institute
University of Virginia Law School (January 1982)
VFD-016

**Direct Examination: Lecture and Demonstration**
Calvin Sharpe, William Poff, Herbert J. Stern, and John J. Barry
Trial Advocacy Institute
University of Virginia Law School (January 1982)
VFD-014

**Discovery Depositions**
Trial Technique Series
American Bar Association (1977)
VJ-831

**Evidentiary Objections**
John Sonsteng, John Tierney, and James Ferguson
Demonstration Series
National Institute for Trial Advocacy (1979)
VFD-005

**Examination of an Expert Witness**
Gary Peterson, Suzanne Sedgwick, and John Tierney
Demonstration Series
National Institute for Trial Advocacy (1979)
VFD-008

**Experts**
Herbert J. Stern
Trial Advocacy Institute
University of Virginia Law School (January 1982)
VFD-018

**Introduction and Use of Exhibits**
Demonstration Series
National Institute for Trial Advocacy (1979)
VFD-004

**Liturgy of Foundation Laying**
Kenneth S. Brown
Demonstration Series
National Institute for Trial Advocacy (1979)
VFD-010

**Opening Statements: Lecture and Demonstration**
Herbert J. Stern, Judah Best, Stephen A. Saltzburg, and Michael Tigar
Trial Advocacy Institute
University of Virginia Law School (January 1982)
VFD-013

**Opening Statements in a Civil and Criminal Case**
Suzanne Sedgwick, John Tierney, and James Ferguson
Demonstration Series
National Institute for Trial Advocacy (1979)
VFD-0[redacted]1

**Presentational Techniques for Trial Attorneys**
Joseph Guastaferro
Federal Defenders Criminal Practice Clinic (September 1981)
AFD-0146

**Summations and Mock Trial Preparation**
Herbert J. Stern
Trial Advocacy Institute
University of Virginia Law School (January 1982)
VFD-020

**Trial**
Charles E. Stewart, Jr., Peter E. Fleming, Jr., and Rudolph W. Guiliani
Federal Litigation Lecture: Session 19
ALI-ABA (May 1977)
AJ-0228

**Trial**
Edward Weinfeld, Michael F. Armstrong, and Robert G. Morvillo
Federal Litigation Lecture: Session 20

ALI-ABA (May 1977)
AJ-0229

**Trial Book**
James J. Brosnahan
Demonstration Series
National Institute for Trial Advocacy (1979)
VFD-011

*See also* **CIVIL PROCEDURE; CRIMINAL LAW & PROCEDURE; FEDERAL DEFENDERS & DEFENDER INVESTIGATORS; EVIDENCE; SENTENCING**

## WORK PRODUCT DOCTRINE

**Work Product Doctrine**
Sherman L. Cohn
Seminar for Judges of the Eighth and Tenth Circuits (December 1985)
AJ-0684

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**Federal Judicial Center**
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